

ANNUAL REPORT

of

Virginia Ellis

Itinerant Home Agent

June 2, 1958 to July 12, 1958 and  
August 12, 1958 to September 13, 1958

AGRICULTURAL EXTENSION SERVICE  
University of Arizona  
Tucson

# STATISTICAL SUMMARY

Virginia Ellis, Itinerant Assistant Home Agent  
Home Economics Extension, Agricultural Extension Service  
University of Arizona, Tucson, Arizona  
September 13, 1958

	<u>Adult</u>	<u>4-H</u>	<u>Total</u>
Number of Days in Office -----	35½	12½	48
Number of Days in Field -----	3	11	14
Total Number of days in Service -----			62
Number of Home Visits -----			
Number of Different Homes Visited -----			
Number of Office Calls -----			
Number of Telephone Calls -----			
Number of Days Leave -----			

\*This number includes 3 homes  
visited for Home Management meetings,  
not counted as home visits.

## STATISTICAL SUMMARY OF ADULT WORK

	<u>Days State Staff Helped</u>	<u>Days Devoted to Projects</u>	<u>All Other Meetings Attended</u>	<u>Club Meetings Attended</u>	<u>Leaders Visited</u>	<u>Members Visited</u>
			<u>No. Att.</u>	<u>No. Att.</u>		

### State Office

Extension Organization and Planning---	--	6	--	--	--	--
In-Service Training of Agent -----	10	2½	--	--	--	--

### Pima County

Extension Organization and Planning --	--	1	--	--	--	--
Home Management-----	--	5	4	--	--	--
Clothing -----	--	6½	--	--	--	--

### Cochise County

Extension Organization and Planning---	--	1½	--	--	--	--
In-Service Training -----	--	1	--	--	--	--
Clothing -----	--	--	1	60	--	--

### Pinal County

Extension Organization and Planning---	--	2	--	--	--	--
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(Continued)

STATISTICAL SUMMARY OF 4-H CLUB WORK

	<u>Days</u> <u>State</u> <u>Staff</u> <u>Helped</u>	<u>Days</u> <u>Devoted</u> <u>to</u> <u>Projects</u>	<u>All Other</u> <u>Meetings</u> <u>Attended</u> <u>No. Att.</u>	<u>Club</u> <u>Meetings</u> <u>Attended</u> <u>No. Att.</u>	<u>Leaders</u> <u>Visited</u>	<u>Members</u> <u>Visited</u>
<u>State Office</u>						
Extension Organization and Planning	--	5	--	--	--	--
Clothing	--	$\frac{1}{2}$	--	--	--	--
Meal Planning and Preparation	--	1	--	250	--	--
Food Preservation	--	$\frac{1}{2}$	--	--	--	--
Community Development	--	1	--	1	--	--
In-Service Training	3	--	--	--	--	--
<u>Pima County</u>						
Food Preservation	--	1	1	32	--	--
Home Furnishing	--	3	1	37	--	--
<u>Cochise County</u>						
Clothing	--	1	1	32	--	--
Food Preservation	--	1	1	30	--	--
Home Furnishing	--	6	--	3	3	4
Junior Leadership	--	$\frac{1}{2}$	--	--	--	1
4-H Council Meeting	--	--	--	1	--	--

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ANNUAL NARRATIVE REPORT  
of  
Virginia Ellis  
Itinerant Assistant Home Agent  
Home Economics Extension

STATE OFFICE

June 2 - 9; June 16 - 21

This agent's introduction to Extension Service was through the Country Life Conference (June 2-5) and the 4-H Leaders' Conference (June 2-6) which were held at the University of Arizona. The first day was spent in registration of delegates to the Country Life Conference. The remainder of this agent's time was spent in attending meetings in both groups, varying in interest from adult guidance, home selection, money matters and clothing trends to 4-H leaders' guidance in child work and project work, to Junior Leaders' guidance in working with others and themselves. Much was learned concerning varied phases of home life activities among the country life women and a clearer understanding of 4-H work, purposes and goals was obtained through the two conferences and it was noted by this agent that both conferences were indeed beneficial to those attending and that most everyone attending both had the feeling that the program was fitted to them and their needs, making them feel truly a part of it.

Primary training of the job of a Home Agent was given the Itinerant Home Agent by the State Leader, Miss Jean Stewart, on June 6, and then two days (June 7 and 9) were spent going over material given her and reviewing 4-H Club Project Requirements in the fields of Home Economics.

The dates June 16 to 20 were spent at Flagstaff at the Home Agents' Conference at which 20 persons attended, including Miss Luz Plaza from Ecuador and the Assistant Director, Mr. Howard Baker. It was felt by this Agent that the conference helped in developing thoughts and ideas in the minds of those attending, toward stronger programs, more unity and a better understanding for all concerned. A better insight into Extension Service was gained by this Agent.

The date of June 21 was spent in the State Office going over Home Furnishing projects and requirements with Miss Grace Ryan, Extension Home Furnishing Specialist, in preparation for her visit to Cochise County.

July 10 - 12

Three days were spent in the State Office on writing reports before leaving on this Itinerant Home Agent's trip to St. Louis, Missouri, as a Danforth Senior. One morning (July 11) was spent mainly at the College of Agriculture Staff Conference, which was used as an introduction conference of the new State Director of Agricultural Extension, Dr. J.W. Pou, who reported on July 1st.

August 12, 19, 20, 21 ( $\frac{1}{2}$  day), 23 - 30

Reporting back to the State Office on August 12 from her month's absence while on the Danforth Fellowship, this Itinerant Home Agent had a conference with the State Leader, Miss Jean Stewart, concerning her program for the remainder of her time.

On the 19 and 20 the Agent was assigned to the State 4-H Office where she was assigned to various tasks in preparation for the State 4-H Round Up.

Again on the afternoon of the 21 she helped and on the 23 final details in the preparation were cared for.

The dates of July 25-29 were spent with Round Up, the first date and last date being used in registering delegates into and out of the dormitory, respectively. This time was spent assisting Nancy McKale, Dormitory Assistant. The entire system of registration ran smoothly.

The remainder of the Agent's time during Round Up was spent in carrying out various assignments and attending judging and demonstration events, as well as planned programs. The Agent would like to see the delegates more enthusiastic about being chosen to attend such an event, to be aware of the honor and to take full advantage of the opportunities offered.

Family Economics occupied the Agent's time the last day of the month. She conferred with the State Leader and read through material obtained from her on the subject. This was in preparation for observation of a local meeting on the subject.

#### September 9, 12, 13

Reports took up considerable time in September. On the 9th she read over county information from Pima County, in preparation for two days which were spent in Pinal on a similar Social Survey for the Home Agents. The last two days were spent on final reports to cover the summer work period of the Itinerant Home Agent.

#### PIMA COUNTY

##### June 10 - 13

Two Judging Day events were attended by the Itinerant Home Agent and two days in preparation for the second event. The first was a Home Furnishing Judging Day, June 10; the second, a Foods Judging Day, June 13. This agent helped the Assistant Home Agent, Mrs. JoAnne Jones. Experience was gained in setting up judging rings, tabulating scores and keeping time.

##### August 13 - 18, 21 ( $\frac{1}{2}$ day) and 22

All of the above working days ( $6\frac{1}{2}$ ) were spent by this Itinerant Home Agent at the Pima County Office preparing various samples of steps to be used in clothing construction illustrative materials, such as set-in sleeves, collars, bindings, waistline connections, steps in putting in a zipper, etc.

##### September 2 - 8

During the working days listed above this Itinerant Home Agent was given the opportunity of working with the Pima County Home Agent and Assistant Home Agent in their preparation of a lesson and observing their presentation of the lesson to four different groups. The lesson was Family Spending II - "Planning for Financial Security".

Two days were used in preparation for the lesson on this agent's part and they consisted of selecting illustrative material (with the Home Agent's final approval) and preparing it for use on the flannel board.



The attendance of the Itinerant Home Agent at the four meetings was planned in order to assist the Agent in becoming acquainted with the techniques of presentation to various types of groups. In the various groups different reactions to the lesson and levels of leadership were noticed. In the younger group there was less organization and following procedure, while as the groups become older there was more of it. However, there was cooperation and attention on all levels.

#### COCHISE COUNTY

##### June 14, 23 - 30

On the 14th of this month, this agent traveled with Mrs. Helen Goetz, Agent-at-Large, to Double Adobe where they assisted Mrs. Ann C. Wesley with a Food Judging Day. This agent tabulated the scores, listened to reasons and explained the Market Basket Reasons.

The dates of June 23-30 were dates when the Agent was on extended assignment in the county (until July 10). These days were spent in 4-H Club work during June with the exception of the 26th which was the Latter Day Saints Relief Society Stake Clothing Workshop at St. David, where the State Leader, Miss Jean Stewart, joined the Itinerant Home Agent and the Cochise Home Agent, Mrs. Ann C. Wesley. This day proved quite an educational event to this Agent. She learned how the group was set up, how each Ward was represented and the use of Extension Service through this program.

The date of June 30 was spent in writing reports, while the other days in the month, not yet reported, were spent in visits to club members and leaders and the presentation of one color lesson to the Elfrida Beginners (Room Improvement Project). June 28 was a Clothing Judging Day. The agent assisted with setting it up, hearing reasons and giving reasons. Mrs. Helen Goetz, Home Agent-at-Large, was present to assist.

##### July 1 - 9

These days were spent in continuation of the agent's assignment to Cochise County.

July 1-3 and the 9 were used in preparing a mailing list for the L.D.S. Relief Society in Cochise County from names obtained at the June 26 Workshop reported above. The afternoon of the 3rd was spent in a home visit to a Junior Leader in Portal, with Mrs. Ann C. Wesley, Cochise Home Agent.

July 7 was spent in preparation and presentation (time was also spent at various times previous to this date) of a Lighting lesson for the Elfrida Home Improvement Beginners and the 8th was spent in Home Visits to 4-H Room Improvement members. A true feeling of becoming a part of Extension work and knowing more about 4-H Club work was gained by this Agent during her assignment to Cochise County. (Time was also spent in handling the camp registrations as they arrived at the county office, and depositing at the bank all monies concerned with camp.)

PINAL COUNTY

September 10 - 11

Two days were spent by the Itinerant Home Agent in the county. With Connie Hertzog, Assistant Home Agent, she obtained information about the County for Home Agent use. This should be helpful in planning and working with 4-H. Information was secured by talking with County officials in education, health and the County office. On the second day the facts were tabulated.

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